

IMPROVE YOUR JOB SEARCH

SKILLS AND JOBS CENTRES

If you are new to looking for a job, have been applying for jobs for a while but not getting many responses, or you are making it to interview but are yet to be offered a job, then it could be time to brush up on your job searching skills...

Try these job search tips:



Explore your career options

Use the Job Outlook website- joboutlook.gov.au - to find jobs that suit your skills and interests, discover study or training pathways to help make the leap, and identify growth industries in need of people like you.



Look in different places for advertised jobs

Major job sites such as jobsearch.gov.au are useful for finding vacancies. Also consider expanding your job search to include websites and Facebook pages of companies you would like to work for; job listings on specialty websites and social media platforms like LinkedIn; industry news sites and trade and industry association websites; and 'staff wanted' signs posted by local businesses.



Tap into the hidden job market by networking

Networking involves talking to people you know (and sometimes those you don't know) about job leads. Your network could include family, friends, former co-workers, fellow members of sporting and community clubs and those working in businesses you may visit such as pubs, cafés and retail stores.



Spend time looking at job ads

Identify the skills and attributes employers are seeking. Work out how many of these you have and find examples from your work history, volunteering or life experiences to demonstrate you have the required skills.



Update your employability skills

These are skills like teamwork, communication and turning up to work on time. If you haven't had a job before, or have been out of the workforce for an extended period of time, think about how you have built these skills at school, through sport or community activities. You could also consider undertaking a work experience placement or volunteering role to give you a recent record of attendance and work performance. Work experience or volunteering can also help you secure referees.



Improve your cover letters and résumés

Think of cover letters and résumés as marketing brochures selling a very important product — you. Each time you apply for a job, you need to tailor your cover letter and résumé to demonstrate your strengths that best match the job on offer.



Present yourself well

First impressions count with employers. Personal presentation is an important part of finding a job and will help you make a good impression. Personal presentation includes your clothing, grooming, hygiene and body language; how you speak to others; and how you present yourself on social media sites.



Get ready for job interviews

Always find out about an employer before attending an interview. Find out what products and services they offer, with whom you'll be meeting and his/her role within the company. Make sure you know where the company is located and how you are going to get there. Do your research on the job you have applied for. Know the common tasks and think about why you are a good fit for the job and business.



Visit [Labour Market Insights](#) and [What's Next](#) online

Labour Market Insights

Labour Market Insights research and analyse employment dynamics across groups, industries, occupations and regions.

- Stay up-to-date with conditions in your local labour market
- Identify jobs and skills in-demand
- Understand employer needs and recruitment trends
- Explore the trends impacting the jobs market now and into the future.

Visit labourmarketinsights.gov.au

What's Next?

What's Next? is an online resource by the Australian Government to help you to find a job.

What's Next provides information on writing a résumé and covering letters, and how to prepare for interviews. These are important: your résumé and application are the first opportunity to 'market yourself' to a potential employer, and your interview is your first chance to make a good impression in person.

There are also tools to identify your skills and training options and links to government assistance programs that may be available to you.

Visit whatsnext.dese.gov.au